

Johnsonburg Borough
Regular Meeting
January 13, 2025
4:00 p.m.

Call to Order
Silent Prayer
Pledge of Allegiance

Roll Call/Attendance	Title	Present	Absent	Excused
Cherry, Scott	Councilman	X		
Clopp, John	Police Chief	X		
DeAngelo, James	Councilman	X		
DePanfilis, James R.	Councilman	X		
Imbrogno, Louie	Councilman	X		
Imbrogno, Tom	Street Superintendent	X		
Johnsonburg Municipal Authority	Representative	X		
Kilhoffer, Rachel	Secretary	X		
Lindmar, Chris	Code Enforcement			X
Maletto, Alfred J.	President	X		
Miller, Ryan	Engineer	X		
Paget, Kyle	Mayor			X
Poague, Eric	Councilman	X		
Thomas, John R.	Solicitor	X		
Warmbrodt, Richard	Councilman	X		

Approval of Agenda: A motion was made by Councilman DeAngelo and seconded by Councilman Warmbrodt to approve the agenda with an added executive session. Motion carried unanimously.

A motion was made by Councilman Poague and seconded by Councilman Cherry to move into executive session at 4:03 p.m. to discuss personnel. Motion carried unanimously.

A motion was made by Councilman Warmbrodt and seconded by Councilman DePanfilis to return to regular session at 4:21 p.m. Motion carried unanimously.

President Maletto stated that, during executive session, personnel matters were discussed but no decisions were made.

Minutes: A motion was made by Councilman DeAngelo and seconded by Councilman Warmbrodt to approve the minutes from the regular meeting held on December 16, 2024. Motion carried unanimously.

Guests & Public Comment: None present.

Monthly Reports

Finance & Bills for Payment: President Maletto read the borough's account balances and the bills. This month's bills include General Fund - \$20,730.22, Community Center Fund - \$4,374.54, Community Improvement Fund - \$550.00, and Highway Aid Fund - \$11,526.95. A motion was made by Councilman Cherry and seconded by Councilman Warmbrodt to pay the bills as presented and to accept the finance report. Motion carried unanimously.

Mayor: Mayor Paget was excused.

Police: Monthly report and 2024 annual report are on file. Chief Clopp reviewed his report which included information on the department's recent events.

Fire Chief: Monthly report and 2024 annual report are on file.

Superintendent: Monthly report is on file. Superintendent Imbrogno gave an update on the recycling containers. President Maletto asked him to update the traffic light bulbs on Cobb St.

Engineer & Code Enforcement Report: Monthly report is on file. Engineer Miller reported that asbestos surveys are being conducted on the five residential properties that are scheduled to be demolished, through a CDBG project, at the corner of First Ave. and Bergen St.

He updated Council on the air conditioning project for the third floor of the community center and funding sources.

Code Enforcement: Monthly report is on file.

Recreation Board: Minutes and monthly reports are on file.

Council Committees: Councilman DeAngelo reported that the public works committee reviewed the vehicles parking in the alley behind the brick block and requested a vehicle be removed.

Solicitor: Solicitor Thomas reported that he has set up a meeting with Code Enforcement Officer Chris Lindmar to review the process of filing citations with the magistrate.

Municipal Authority: Johnsonburg Municipal Authority Board Member Jack Fowler was present to update Council on the authority's current projects.

Old Business: 1. A motion was made by Councilman DePanfilis and seconded by Councilman Imbrogno to have Recreation Director Tara Poague move forward with the door replacement project with most of the costs being covered by grant funding and approximately \$350 being covered by the borough. Motion carried unanimously.

2. Solicitor Thomas had previously presented a backyard chicken ordinance for Council's review. This ordinance was reviewed and discussed, and he will make the changes Council would like to see moving forward.

3. Solicitor Thomas presented a house number ordinance for the Council's review. Discussion was held on the pros and cons of this issue, and it will be reviewed again after some changes are made.

A brief discussion was held on ways to contact the public with borough announcements after the closing of The Johnsonburg Press last year. Councilman DePanfilis suggested a borough Facebook page.

President Maletto questioned Engineer Miller about a permit to dredge Silver Creek. He will follow up with the Elk County Conservation District to see where we stand with obtaining a permit.

New Business: 1. A motion was made by Councilman DePanfilis and seconded by Councilman Imbrogno to reappoint TJ Weaver to the Johnsonburg Municipal Authority. Motion carried unanimously.

A motion was made by Councilman Cherry and seconded by Councilman Warmbrodt to appoint Bev Bouse and to reappoint Patty McDivitt to the Recreation Board. Motion carried with Councilman DePanfilis opposed.

A motion was made by Councilman Maletto and seconded by Councilman Imbrogno to reappoint Allyson Miller to the Construction Appeals Board. Motion carried unanimously.

2. A motion was made by Councilman DePanfilis and seconded by Councilman Poague to adopt Resolution 01-2025 which allows for the destruction of records from 2017 and prior years. Motion carried unanimously.

3. A motion was made by Councilman DePanfilis and seconded by Councilman DeAngelo to adopt Resolution 02-2025 which set the borough's fee schedule for 2025. Motion carried unanimously.

4. A motion was made by Councilman DePanfilis and seconded by Councilman Warmbrodt to open a new checking account for the new EMS tax. The account signers will be President Alfred J. Maletto III, Treasurer Rachel Kilhoffer, and Assistant Treasurer Joan Davison. Two signatures are required on all borough checking accounts. President Maletto called for a roll call vote which was unanimous in favor of the motion. Motion carried.

5. A motion was made by Councilman DePanfilis and seconded by Councilman Warmbrodt to exonerate Tax Collector Trina DeStephano from the collection of the 2022 Per Capita Taxes. Motion carried unanimously. These taxes will be turned over to Statewide Tax Recovery for collection.

6. A motion was made by Councilman Poague and seconded by Councilman DePanfilis to increase the tax collector compensation for the collection of the discount and face value taxes from 2.5% to 3% starting in 2026. The collection rate for the penalty value tax will remain at 5%. President Maletto called for a roll call vote which was unanimous in favor of the motion. Motion carried.

7. A motion was made by Councilman DePanfilis and seconded by Councilman Imbrogno to purchase a John Deere 324G Skid Steer for \$55,061.01, with trade in. Motion carried unanimously.

Public Comment on Agenda Items: None presented.

Adjournment: A motion was made by Councilman Poague and seconded by Councilman DePanfilis to adjourn the meeting at 5:40 p.m. Motion carried unanimously.


Rachel Kilhoffer
Secretary

Johnsonburg Borough
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office@johnsonburgpa.com
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RESOLUTION 01-2025
RECORDS DISPOSAL

RESOLVED BY the Johnsonburg Borough Council, Elk County, Pennsylvania, that;

WHEREAS, the Johnsonburg Borough declares its intention to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, and,

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

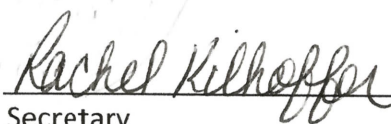
NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Johnsonburg Borough, Elk County, Pennsylvania, in accordance with the above cited Municipal Records Manual;

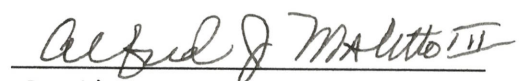
HEREBY authorizes the disposition of the following public records:

- Johnsonburg Borough office: correspondence, invoices, and miscellaneous files 2017 and prior
- Johnsonburg Police Department: correspondence, invoices, and miscellaneous files 2017 and prior
- Johnsonburg Community Center: correspondence, invoices, and miscellaneous files 2017 and prior

DULY ADOPTED this 13th day of January 2025, by Johnsonburg Borough Council, Elk County, Pennsylvania, in lawful session duly assembled.

ATTEST:


Secretary


President

COPY

Johnsonburg Borough
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RESOLUTION 02-2025
A RESOLUTION OF THE JOHNSONBURG BOROUGH COUNCIL, ELK COUNTY, PENNSYLVANIA,
ESTABLISHING AND AMENDING ITS FEES AND CREATING A FEE SCHEDULE FOR VARIOUS
APPLICATIONS AND ADMINISTRATIVE SERVICES PROVIDED

WHEREAS, various statues of the Commonwealth and ordinances, resolutions and motions of the Johnsonburg Borough Council allow and provide for the setting of administrative fees as to defer the cost of their administration; and

WHEREAS, the Johnsonburg Borough Council, along with the Johnsonburg Recreation Board, sets annual fees for the operations of the Johnsonburg Community Center; and

WHEREAS, the Johnsonburg Borough Council wishes to establish a schedule of fees in a single document; and

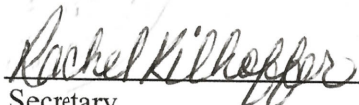
WHEREAS, in keeping with good practice, the Johnsonburg Borough Council and its administration periodically review the schedule of fees and makes appropriate revisions thereto; and


WHEREAS, the Johnsonburg Borough Council has determined that certain revisions are necessary and in the best interest of the borough,

NOW, THEREFORE, let it be resolved and enacted that a schedule of fees be established as contained herein and that this resolution shall replace all previous fees and/or fee schedule resolutions.

DULY ADOPTED this 13th day of January 2025, by Johnsonburg Borough Council, Elk County, Pennsylvania, in lawful session duly assembled.

ATTEST:


Secretary


President

COPY

Amusement/Device

- Bowling alley & pool tables \$5.00
- Music box \$25.00
- Electronic device & pinball machine \$50.00

Building Permits

- Borough building/setback permit \$10.00
- Any permit requiring the services of Bureau Veritas will be subject to fees regulated by that agency.

Police Department

- Accident report copy \$15.00
- Kennel fee \$5.00/day

Stormwater Management Review

- less than 1000 square feet (sf) no review or application is required.
- for new construction 1000-2500 sf, the small projects stormwater management application is required – no fee
- for new construction 2500-5000 sf, the small projects stormwater management application and additional questionnaire is required - \$50.00
- for new construction in excess of 5000 sf, a Stormwater Management Plan & Report is required – fee is based on review time up to \$500.00.

Street

- Monthly borough dumpster drop off \$10.00
- Container permit (on street) \$10.00
- Trailer permit (on street) \$10.00
- Curb cuts \$100.00
- Street excavations/road cuts \$150.00
 - Alleyways \$75.00

Right To Know Requests

- Fees as per Pennsylvania state regulations

Zoning

- Building permit/setback permit \$10.00
- Wild & exotic animal permit \$150.00
- Zoning Hearing Board hearing request \$250.00

Miscellaneous

- Peddler/Solicitation permit \$100/month
 - Renewal \$50/month
- Razing/demolition permit \$25.00
- Return check fee \$30.00



Johnsonburg Community Center

- | <u>Membership Type</u> | <u>(1 month)</u> | <u>(6 months)</u> | <u>1 year (12 months)</u> |
|---------------------------|------------------|-------------------|---------------------------|
| • Senior (65+) or Student | \$13.00 | \$78.00 | \$143.00 |
| • In Town Single | \$22.00 | \$132.00 | \$242.00 |
| • Out of Town Single | \$27.00 | \$162.00 | \$297.00 |
| • In Town Family | \$34.00 | \$204.00 | \$374.00 |
| • Out of Town Family | \$37.00 | \$222.00 | \$407.00 |
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- Daily use fee \$1.00 non-member
 - Saturday use \$5.00 non-member/\$2.00 member

 - 24/7 Fitness Center Key \$10.00
 - Fitness Center Day Pass or Visitor Pass \$5/day

 - Birthday party rental (three hours includes pool) \$100 non-member/\$75 members